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**RESOLUTION ESTABLISHING**  
**COMMUNITY RELATIONS INDEX**

WHEREAS, it is the desire of the Muskegon City Commission to encourage increased public information concerning citizens who so diligently serve as volunteers to City boards, commission, and committees and to those dealing with same; and

WHEREAS, the City Commission desires to provide a concise accessible document for citizens, media, City officials, and those dealing with boards, commissions, and committees; and

WHEREAS, the City Commission wishes to provide timely information to expedite the appointment process;

NOW, THEREFORE, BE IT RESOLVED, by the Muskegon City Commission that a Community Relations Index be established to carry out the above purposes. The Index shall consist of the following:

1. It shall be a compilation of current boards, commission, or committees - outlining their purposes, enabling legislation, composition, appointment process, term of office, meeting addresses, and phone numbers.
2. There shall be a listing of City officials, their addresses, and phone numbers.
3. There will be a minimum distribution of the Index to Commission and staff. Components of the Index will also be distributed to commission chairpersons, press, library, or citizens appearing before a specific board.
4. The Index shall be updated yearly with periodic corrections as necessary.
5. The Index will be maintained by the City Clerk's Office with chairpersons of the committees notifying this office when terminations or vacancies occur.

**RESOLUTION TO APPOINT MEMBERS TO BOARDS, COMMITTEES, AND COMMISSIONS**  
**OF THE CITY IN ORDER OF PRIORITY**

WHEREAS, unless otherwise specified by statute, charter or ordinance, the Mayor and City Commission shall appoint members to boards, committees and commissions of the City in the following priorities:

Full-time residents of the City of Muskegon have the first priority for all appointments. In the event a position to be filled requires certain licensure, business connection with the City, or particular expertise, then the City Commission may, if not otherwise prevented by law, appoint non-residents.

Second priority shall be given to non-residents having identifiable business interests located in the City. As above, if no such persons exist to fill positions needing or requiring certain expertise or licensure, then non-residents who have no such interest may be considered.

Non-residents may be considered, where allowed by law, for all boards, commissions, and committees. Generally, the City Commission will seek persons with particular expertise or required licensure when appointing non-residents.

NOW, THEREFORE, BE IT RESOLVED, that this order of priorities shall not be binding unless required by law. The City Commission may exercise its good judgment in determining who should fill positions on all boards, commissions, or committees.

**POLICY RELATIVE TO ATTENDANCE AT CITY MEETINGS**  
**ADOPTED SEPTEMBER 14, 1982**

The Community Relations Committee presented a policy regarding attendance for the many boards, commissions, and committees serving the City of Muskegon as follows:

Instead of trying to formulate a hard and fast policy regarding attendance for the many boards, commissions, and committees with their various needs and schedules, the Community Relations Committee believes it would be more feasible to rely on the Chairperson of each group to manage the issue. The City Commission could then just assess attendance performance using regular reports from the Chairperson of each group.

Consequently, the Community Relations Committee recommends that, through acceptance of this letter, the City Commission adopt the following policy regarding the attendance of Commission appointees to the various boards, commissions, and committees serving the City of Muskegon.

The Chairperson of each board, commission, or committee shall be responsible to see that attendance is recorded at each meeting.

When deemed appropriate by the Chairperson, a letter will be sent to any member whose attendance is not satisfactory. The letter shall ask if the member is interested in continued appointment.

On a quarterly basis, each Chairperson shall submit a report to the City Commission showing member attendance and indicating correspondence notices sent to members.

At any time the Chairperson deems it appropriate to do so, that Chairperson may recommend replacement of a member for reasons related to the member's attendance.

**Communications to the City Commission shall be sent to the City Clerk for forwarding to Commission.**

## **RESOLUTION FOR TALENT BANK**

WHEREAS, it is the policy of the Muskegon City Commission to encourage citizens to participate in City government; and

WHEREAS, the Muskegon City Commission is of the opinion that one method of accomplishing this participation would be the establishment of a talent bank of interested citizens to serve on City Boards, Commissions, and Committees.

NOW, THEREFORE, BE IT RESOLVED, by the City Commission of the City of Muskegon that a talent bank for City Boards, Commissions, and Committees be, and the same is hereby created and the following procedure established:

1. The City Clerk's Office shall publish in the newspaper semi-annually an announcement concerning the application procedures and listing upcoming vacancies and/or terminations.
2. Application forms highlighting experience and areas of interest are available through the City Clerk's Office.
3. Applications shall be returned to the City Clerk's Office and will be kept on file for Commission reference each time there is a vacancy on a Board, Commission, or Committee.

BE IT FURTHER RESOLVED, that the application form attached hereto be, and the same is hereby, adopted for this purpose.

Date: \_\_\_\_\_

**CITY OF MUSKEGON**  
**TALENT BANK APPLICATION**

*Please Type or Print. Applications will be kept on file for one year. All applicants subject to a background check.*

NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_  
(Street, City, State, Zip)

HOME PHONE #: \_\_\_\_\_ WORK PHONE #: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_ EMPLOYER: \_\_\_\_\_  
(If retired, give former occupation)

EDUCATION: \_\_\_\_\_

PERSONAL & COMMUNITY ACTIVITIES: \_\_\_\_\_

Why would you be a good member of this committee? What do you bring to the committee ?

\_\_\_\_\_  
\_\_\_\_\_

PERSONAL REFERENCES: (Please list the name and phone numbers of three personal references)

1. _____	_____
(Name)	(Phone Number)
2. _____	_____
(Name)	(Phone Number)
3. _____	_____
(Name)	(Phone Number)

PLEASE INDICATE BOARDS/COMMISSIONS/COMMITTEES INTERESTED IN SERVING ON – MARKING #1 AS YOUR FIRST PREFERENCE:

<input type="checkbox"/> Board of Canvassers	<input type="checkbox"/> Housing Code Board of Appeals
<input type="checkbox"/> Board of Review	<input type="checkbox"/> Housing Commission
<input type="checkbox"/> Cemetery Committee	<input type="checkbox"/> Income Tax Board of Review
<input type="checkbox"/> Citizen's Police Review Board	<input type="checkbox"/> Land Reutilization Committee
<input type="checkbox"/> City Employees Pension Board	<input type="checkbox"/> Leisure Services Board
<input type="checkbox"/> Civil Service Commission	<input type="checkbox"/> Loan Fund Advisory Committee
<input type="checkbox"/> CDBG-Citizen's District Council	<input type="checkbox"/> Local Develop. Finance Authority
<input type="checkbox"/> Construction Board of Appeals	<input type="checkbox"/> Local Officer's Compensation Com.
<input type="checkbox"/> District Library Board	<input type="checkbox"/> Planning Commission
<input type="checkbox"/> Downtown Development Authority/Brownfield Board	<input type="checkbox"/> Police/Fireman's Pension Board
<input type="checkbox"/> Election Commission	<input type="checkbox"/> Public Relations Committee
<input type="checkbox"/> Equal Opportunity Committee	<input type="checkbox"/> Zoning Board of Appeals
<input type="checkbox"/> Historic District Commission	
<input type="checkbox"/> Hospital Finance Authority	

Are you willing to serve on other boards/committees not checked off above? YES NO (Circle one)

\* Attach Additional Sheets or Resume if Desired.

Return this form to: City Clerk's Office, 933 Terrace St., P. O. Box 536, Muskegon, MI 49443-0536

**BOARD OF CANVASSERS** (Staff Liaison - Gail Kunderling - 724-6705)  
(Thursday immediately following a City election)

- Publicly verify election returns in elections.

**BOARD OF REVIEW** (Staff Liaison – Cliff Turner - 724-6708)  
(Tuesday following first Monday in March, Tuesday following the third Monday in July, and Tuesday following the second Monday in December - City Hall/1st Floor Conference Room)

- Review of the Assessment Rolls.

**CEMETERY COMMITTEE** (Staff Liaison - Bob Kuhn - 724-4100)  
(Upon Demand)

- The Cemetery Committee shall serve as advisory committee to the City Commission. The Cemetery Committee shall promulgate such rules and regulations for the control of the municipal cemeteries and for the conduct of persons therein and governing the charges for lots, burial, spaces, and service as it may deem necessary.

**CITIZEN'S POLICE REVIEW BOARD** (Staff Liaison – Denny Powers – 724-6764)  
(First Monday of each month @ 6:30 P. M. – City Hall/1<sup>st</sup> Floor Conference Room 103)

- To provide policies and procedures for processing and investigating citizen complaints regarding alleged police misconduct.
- To provide civilian review of the investigations of alleged police misconduct undertaken by the City of Muskegon including investigations conducted by the “Internal Investigations Unit” of the Muskegon Police Department.
- To ensure the integrity of investigations of police misconduct and to thereby enhance community confidence in the Muskegon Police Department.
- To encourage compliance with rules and regulations concerning police officers’ conduct during interactions with citizens.
- To encourage people who believe they have been mistreated by police officers to use the Internal Affairs system to have that officer’s conduct reviewed.
- To create a process that fairly and evenhandedly evaluates and judges the conduct of everyone involved to determine whether or not a breach of departmental rules and regulations has occurred.
- To afford the community a sense of confidence that the community itself is involved as necessary in reviewing the activities of its police officers; and to maintain high morale and good disciplinary practices within the police department.

**CITY EMPLOYEES PENSION BOARD** (Staff Liaison - Timothy Paul - 724-6713)  
(Wednesday after the 2<sup>nd</sup> Tuesday of each month @ 10:00 A.M. - City Hall/1st Floor Conference Room 103)

- The general administration, management, and responsibility for the proper operation of the retirement system and for constructing and making effective the provisions of the retirement system.

**CIVIL SERVICE COMMISSION** (Staff Liaison – Karen Scholle - 724-6716)  
(First Wednesday of each month @ 4:00 P.M. - City Hall/Commission Chambers)

- Classify all the offices of employment; make rules for the examination and selection of persons to fill the offices and positions in classified service; supervise and administer Civil Service Rules, hold examinations, certify eligibility list of those passing examination.

**CDBG-CITIZEN'S DISTRICT COUNCIL** (Staff Liaison – Wilmern Griffin - 724-6717)  
(First Tuesday of each month @ 5:30 P.M. – City Hall/ 2<sup>nd</sup> Floor Conference Room 203)

- Shall act in an advisory capacity to the City Commission on all matters dealing with the Federal housing and Urban Development Programs.

**CONSTRUCTION CODE BOARD OF APPEALS** (Staff Liaison – Tony Kleibecker – 724-6715)  
(Upon Demand – Minimum of twice per year)

- Shall hear appeals taken from decisions of the appropriate authorities, or make interpretations, pursuant to the Uniform Fire Code or other fire and safety code in effect in the City from time to time.

**DISTRICT LIBRARY BOARD** (Staff Liaison - Bryon Mazade- 724-6724)  
(Third Thursday of each month @ 5:30 P.M. – Hackley Public Library, Julia Hackley Room)

- establish, maintain, and operate public libraries for the district;
- exclusively control the expenditure of money deposited into the district library fund;
- appoint and remove officers from among its members;
- appoint and remove a librarian and necessary assistants and fix their compensation;
- acquire real or personal property for use for library purposes by purchase, land contract, installment purchase contract, lease with or without option to purchase, or title retaining contract;
- erect buildings;
- supervise and control district library property;
- enter into a contract to receive library-related service from or give library-related service to a library or municipality within or without the district;
- adopt bylaws and regulations, not inconsistent with the Act, governing the board and the district library;
- propose and levy upon approval of the electors as provided in the Act a tax for support of the district library;
- borrow money pursuant to the district library financing act, Act No. 265 of the Public Acts of 1988;
- issue bonds pursuant to the district library financing act, Act No. 265 of the Public Acts of 1988;
- accept gifts and grants for the district library;
- do any other thing necessary for conducting the district library service, the cost of which shall be charged against the district library fund; and
- perform any other acts authorized by law.

**DOWNTOWN DEVELOPMENT AUTHORITY/BROWNFIELD REDEVELOPMENT AUTHORITY BOARD**  
(Staff Liaison - Cathy Brubaker-Clarke - 724-6702)  
(Third Tuesday of each month @ 4:00 P.M. - City Hall/1st Floor Conference Room 103)

- To correct and prevent deterioration in the Downtown Development District, to encourage historic preservation, to create and implement development plans, to promote economic growth, and to acquire and dispose of interests in real and personal property, to levy and collect taxes, to issue bonds and use tax increment financing (TIF).

**ELECTION COMMISSION** (Staff Liaison - Gail Kunding - 724-6705)  
(Upon Demand)

- Duties involve the examination of voting machines prior to a City election, and the appointment of inspectors prior to an election.

**EQUAL OPPORTUNITY COMMITTEE** (Staff Liaison – Ken James - 724-6703)  
(Fourth Monday of each month @ 5:15 P.M. – City Hall/2<sup>nd</sup> Floor Conference Room 203)

- To monitor and recommend hiring practices within the Civil Service Commission to achieve a higher level of minority and female employment in City government.
- To monitor and recommend rules and regulations to achieve compliance in meeting Federal and State E.E.O. guidelines.
- To investigate and recommend determination(s) of any complaints alleging non-compliance with existing rules, regulations, or policies.

**HISTORIC DISTRICT COMMISSION** (Staff Liaison – Joel Fitzpatrick – 724-6702)  
(First Tuesday of each month @ 4:00 P.M. - City Hall/Commission Chambers 107)

- Identify and evaluate structures or sites worthy of preservation, and be involved in projects or programs to this end. Disseminate public information concerning these structures and sites, and consider ideas regarding them with groups or individuals interested in historic preservation. Make appropriate recommendations to the City Commission for encouraging and achieving historic preservation.

**HOSPITAL FINANCE AUTHORITY** (Staff Liaison - Bryon Mazade - 724-6724)  
(Upon Demand)

- To construct, acquire, reconstruct, remodel, improve, add to, enlarge, repair, own and lease hospital facilities within the boundaries of the City of Muskegon, for the use of any non-profit hospital; lend money to a hospital for those purposes; refund or refund in advance obligations of the Authority or the Michigan Hospital Finance Authority; or refinance the indebtedness of a hospital.

**HOUSING CODE BOARD OF APPEALS** (Staff Liaison – Tony Kleibecker - 724-6715)  
(First Thursday of each month @ 5:30 P.M. - City Hall/Commission Chambers 107)

- To grant variances in cases where the general requirements of the ordinance creates a hardship on individual owners and to provide for final interpretation of the provisions of this code.
- To determine the suitability of alternate materials and methods of construction, and to provide for reasonable interpretations of the Uniform Building Code.

**HOUSING COMMISSION** (Staff Contact – Bryon Mazade – 724-6724)  
(Third Monday of each month @ 2:00 P.M. – Hartford Terrace/Assembly Room)

- To propose, provide and manage decent, safe, and sanitary housing for low income residents according to programs approved by the City Commission.

**INCOME TAX BOARD OF REVIEW** (Staff Liaison - Kenneth Grant - 724-6770)  
(Upon Demand)

- To grant and hold hearings on appeals of taxpayers or employers who have been assessed tax, denied a claim for refund, or aggrieved by a special ruling of the Administrator.
- To issue a decision after holding a hearing which affirms, reverses, or modifies the matter.
- To furnish a copy of its decision to both the appellant and the Administrator.

**LAND REUTILIZATION COMMITTEE** (Staff Liaison – Hope Griffith - 724-6702)  
(Fourth Tuesday of each month @ 4:00 P.M. - City Hall/1st Floor Conf. Room 103)

- The purpose of the Land Reutilization Committee shall be as follows:
  1. Prevention of loss of usable, but not maintained housing.
  2. Relieve unacceptable neighborhood density.
  3. Provide for neighborhood stabilization.
  4. Carry out other public purposes.
  5. Improvement of housing quality and affordability.
  6. Encouragement of home ownership.
  7. Encouragement of historical preservation.

**LEISURE SERVICES BOARD** (Staff Liaison – Lee Slaughter - 724-6774)  
(Quarterly in January, April, July and October on the third Monday @ 6:00 P.M. - City Hall/2nd Floor Conf. Room 203)

- It shall be the duty of the Board to advise the City Commission upon those matters relating to the proper conduct of public recreation, programs and/or facilities within the City which shall be referred to said Board, from time to time, by the Director of Leisure Services; provided, however, nothing herein contained shall prohibit any member of the Board from placing any item of business on the agenda of any Board meeting. In addition thereto, the Board shall advise the City Commission upon matters referred to the Board from time to time by the City Commission.

**LOAN FUND ADVISORY COMMITTEE** (Staff Liaison – Cathy Brubaker-Clarke - 724-6702)  
(Upon Demand)

- Conducts reviews and determines the merits of loan applications to the City Economic Development Revolving Fund.
- Board will recommend whether or not the proposed loan should be approved.

**LOCAL DEVELOPMENT FINANCE AUTHORITY** (Staff Liaison – Cathy Brubaker-Clarke - 724-6702)  
(Upon Demand)

- To encourage local development to prevent conditions of unemployment and to promote economic growth, to create and implement development plans; to acquire and dispose of interests in real and personal property; to issue bonds and other evidences of indebtedness if and when needed; and to use tax increment financing, if needed, to achieve its goals.

**LOCAL OFFICER'S COMPENSATION COMM.** (Staff Liaison - Bryon Mazade - 724-6724)  
(Every odd numbered year)

- Shall recommend salaries of all local elected officials.

**PLANNING COMMISSION** (Staff Liaison – Lonna Anguilm - 724-6702)

(Thursday following the 2<sup>nd</sup> Tuesday of each month @ 4:00 P.M. - City Hall/Commission Chambers 107)

- Make and adopt a master plan for the physical development of the municipality. Plan shall show recommendations for the development of the territory. The Commission may amend, extend, or add to the plan. The Commission shall have power to promote public interest in and understanding of the plan...may publish, distribute, and employ means of publicity and education as it may determine. The Planning Commission shall adopt regulations governing the subdivision of land within its jurisdiction.

**POLICE & FIREMEN'S RETIREMENT BOARD** (Staff Liaison - Timothy Paul - 724-6713)

(Wednesday after the 2<sup>nd</sup> Tuesday of each month @ 10:00 A.M. - City Hall/1st Floor Conference Room 103)

- Authority and responsibility for the general administration and management of the retirement system.

**PUBLIC RELATIONS COMMITTEE** (Staff Liaison – Gail Kunderinger – 724-6705)

(2<sup>nd</sup> Tuesday of each month @ 4:00 P.M. - City Hall/1<sup>st</sup> Floor Conference Room 103)

- To create a positive City Image and to promote the City of Muskegon by:
  - 1) Identifying positive changes and /or recognizing the contributions of individuals, groups and businesses within the City of Muskegon
  - 2) Exploring positive marketing strategies.
  - 3) Proposing special promotional projects.
  - 4) Promote city services, programs and benefits to the community.
  - 5) Develop links with the media to further working with all public relations networks.
  - 6) Implement systems that will ensure effective communication of City related information, programs and policies.
  - 7) Create an informed appreciation of the positive qualities of our city to inspire community pride, confidence and support.
  - 8) Provide a calendar of events noting planned festivals, groundbreaking, significant meetings, etc.

**ZONING BOARD OF APPEALS** (Staff Liaison – Mike Cameron – 724-6702)

(Second Tuesday of each month @ 4:00 P.M. - City Hall/Commission Chambers 107)

- To grant variances in cases where the general requirements of ordinance creates a hardship on individual owners and to make interpretation of code.

<u><b>CITY OFFICIALS</b></u>		
<u><b>CITY COMMISSION</b></u>		
<u><b>OFFICE &amp; EXPIRATION DATE</b></u>	<u><b>NAME &amp; ADDRESS</b></u>	<u><b>TELEPHONE NUMBERS</b></u>
Mayor 12/31/2005	Stephen Warmington 1524 Lakeshore Drive 49441	(H) 755-5057
Vice Mayor 12/31/2005	Bill Larson 1555 Randolph 49441	(H) 755-5358
City Commissioner 12/31/2005	Stephen Gawron 1362 Palmer Blvd. 49441	(H) 755-3425
City Commissioner 12/31/2007	Kevin Davis 3162 Boltwood, 49441	(H) 755-3978
City Commissioner 12/31/2005	Chris Carter 943 Ada Ave. 49442	(H) 777-4784
City Commissioner 12/31/2007	Clara Shepherd 408 Monroe Avenue 49441	(H) 725-8130
City Commissioner 12/31/2007	Lawrence O. Spataro 1567 Sixth, 49441	(H) 725-9384 (W) 724-1107
<u><b>TITLE</b></u>	<u><b>NAME &amp; ADDRESS</b></u>	<u><b>TELEPHONE NUMBERS</b></u>
City Manager	Bryon L. Mazade 933 Terrace St., 49443	(H) 759-8635 (W) 724-6724
City Attorney	John Schrier 175 W. Apple, 49442	(H) 759-0990 (W) 722-5401

<b><u>CITY OFFICIALS</u></b>		
<b><u>DEPARTMENT HEADS</u></b>		
<b><u>TITLE</u></b>	<b><u>NAME</u></b>	<b><u>TELEPHONE NUMBER</u></b>
Affirmative Action Director	Ken James	724-6703
Assistant City Manager	Lee Slaughter	724-6724
Assistant Finance Director	Elizabeth Lewis	724-6917
City Assessor/County Equalization	Cliff Turner	724-6708
City Clerk	Gail Kunding	724-6705
City Treasurer	Derrick Smith	724-6722
Civil Service/Personnel Director	Karen Scholle	724-6716
Community & Economic Development Director	Cathy Brubaker-Clarke	724-6702
Community Services Director	Wilmern Griffin	724-6717
Deputy Director of Public Safety for Fire Services	Mark Kincaid	724-6792
Deputy Director of Public Works/Engineer	Mohammed Al-Shatel	724-6707
Director of Public Safety	Tony Kleibecker	724-6755
Finance Director	Tim Paul	724-6713
Income Tax Administrator	Kenneth Grant	724-6770
Information Systems Director	Jim Maurer	724-6964
Leisure Services Director	Lee Slaughter	724-6704
Public Works/Parks Director	Robert Kuhn	724-4100

## **COMMISSION COMMITTEES**

### **COMMISSION WORK SESSION**

(Staff Liaison: Gail Kunding)

**MEETING:** Monday prior to the 2<sup>nd</sup> Tuesday of each month  
City Hall – Commission Chambers

**TIME:** 5:30 P.M.

**MEMBERS:** Lawrence Spataro  
Stephen Gawron  
Stephen Warmington  
Kevin Davis  
Bill Larson  
Christopher Carter  
Clara Shepherd

### **COMMUNITY RELATIONS COMMITTEE**

(Staff Liaison: Gail Kunding)

**MEETING:** First Monday of each month  
City Hall – Commission Chambers

**TIME:** 5:30 P.M.

**MEMBERS:** Stephen Warmington  
Clara Shepherd  
Christopher Carter  
Lawrence Spataro  
Kevin Davis  
Stephen Gawron  
Bill Larson

### **LEGISLATIVE/POLICY COMMITTEE**

(Staff Liaison: Lee Slaughter)

**MEETING:** Quarterly (Jan., Apr., July, and Oct.)  
4<sup>th</sup> Wednesday of each month  
City Hall – Commission Chambers

**TIME:** 5:30 P.M.

**MEMBERS:** Stephen Gawron  
Clara Shepherd  
Kevin Davis  
Stephen Warmington  
Lawrence Spataro  
Christopher Carter  
Bill Larson

## **BOARD OF CANVASSERS**

### **PURPOSE**

Publicly verify election returns in elections.

### **MECHANICS**

ENABLING LAW: City Charter (Ch. II - Sec. 12) – Oath required.  
APPOINTED BY: City Commission  
MEETING: Thursday immediately following a City election (9:00 AM)  
TERM: 4 Years

### **COMPOSITION**

<u>TYPE</u>	<u>DESCRIPTION</u>
A	2 Republicans
B	2 Democrats

### **CURRENT MEMBERS**

(Staff Liaison - Gail Kunding)

<u>TYPE</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>PHONE</u>	<u>TERM EXP.</u>
A	Charles Nelson *	1572 Jefferson	1	726-6822	1/31/06
B	Wanda Matsey	1291 Fourth St.	1	727-8496	1/31/06
B	Patsy Petty	760 Emerald #L	2	725-0725	1/31/08
A	John Bronsema	1168 Creekview Dr.	1	755-1721	1/31/06

## **BOARD OF REVIEW**

### **PURPOSE**

Review of the Assessment Rolls.

### **MECHANICS**

ENABLING LAW: City Charter (Ch. XI - Sec. 2), City Code of Ordinances Section 2-256, Oath not required.  
APPOINTED BY: City Commission  
MEETING: Tuesday following first Monday in March, Tuesday following the third Monday in July and  
Tuesday following the second Monday in December  
City Hall/1st Floor Conference Room  
TERM: 2 Years

### **COMPOSITION**

<u>TYPE</u>	<u>DESCRIPTION</u>
A	6 Citizens
B	City Assessor
C	Deputy Assessor

### **CURRENT MEMBERS**

(Staff Liaison – Cliff Turner)

<u>TYPE</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>PHONE</u>	<u>TERM EXP.</u>
A	Jack Rottman	1171 Creekview Dr.	1	755-4054	1/31/06
A	Lawrence DeVoogd *	3176 Boltwood Dr.	1	759-8323	1/31/06
A	Donald Haas	3087 Knollwood Ct.	1	755-6629	1/31/07
A	Georgia Strube	1397 Palmer	1	755-3541	1/31/07
A	Ralph Burr	1275 Emerson Ave.	2	773-5292	1/31/07
A	Luther Dease	1379 Lawrence	2	777-2048	1/31/06
B	Cliff Turner	933 Terrace St.	3	724-6708	Assessor
C	Larry Millard	933 Terrace St.	3	724-6708	Dep. Assess

## CEMETERY COMMITTEE

### PURPOSE

The Cemetery Committee shall serve as advisory committee to the City Commission. The Cemetery Committee shall promulgate such rules and regulations for the control of the municipal cemeteries and for the conduct of persons therein and governing the charges for lots, burial space, and services as it may deem necessary.

### MECHANICS

ENABLING LAW: City Code of Ordinances, Chapter 14, Division 3 (14-81) – Oath not required.  
APPOINTED BY: Mayor/City Commission  
MEETING: Upon Demand  
TERM: 3 Years

### COMPOSITION

<u>TYPE</u>	<u>DESCRIPTION</u>
A	3 Citizens
B	3 Commissioners
C	City Manager

### CURRENT MEMBERS

(Staff Liaison – Bob Kuhn)

<u>TYPE</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>PHONE</u>	<u>TERM EXP.</u>
A	Donald Larabee	2226 Surfwood Dr.	1	755-3811	1/31/07
A	Dan Achterhoff	1495 Lakeshore Dr.	1	755-0570	1/31/06
A	Vacant				1/31/05
B	Steve Warmington	1524 Lakeshore	1	755-5057	Commission
B	Stephen Gawron	1362 Palmer	1	755-3425	Commission
B	Chris Carter	943 Ada	2	777-4784	Commission
C	Bryon Mazade	933 Terrace St.	3	724-6724	Manager

## **CITIZEN'S POLICE REVIEW BOARD**

### **PURPOSE**

- A. To provide policies and procedures for processing and investigating citizen complaints regarding alleged police misconduct.
- B. To provide civilian review of the investigations of alleged police misconduct undertaken by the City of Muskegon including investigations conducted by the "Internal Investigations Unit" of the Muskegon Police Department.
- C. To ensure the integrity of investigations of police misconduct and to thereby enhance community confidence in the Muskegon Police Department
- D. To encourage compliance with rules and regulations concerning police officers' conduct during interactions with citizens.
- E. To encourage people who believe they have been mistreated by police officers to use the Internal Affairs system to have that officer's conduct reviewed.
- F. To create a process that fairly and evenhandedly evaluates and judges the conduct of everyone involved to determine whether or not a breach of departmental rules and regulations has occurred.
- G. To afford the community a sense of confidence that the community itself is involved as necessary in reviewing the activities of its police officers; and to maintain high morale and good disciplinary practices within the police department.

### **MECHANICS**

ENABLING LAW: Commission Action #98-117 (g) – Letter of Understanding Dated 11/10/98 - Oath not required.

APPOINTED BY: Mayor/City Commission

MEETING: First Monday of each month @ 6:30 P.M.  
City Hall – 1<sup>st</sup> Floor Conference Room (#103)

TERM: 2 Years

### **COMPOSITION**

<u>TYPE</u>	<u>DESCRIPTION</u>
A	3 Members of Minority Based Organization
B	2 Citizens At-Large
C	1 Law Enforcement Professional
D	3 Neighborhood Association Representatives

### **CURRENT MEMBERS**

(Staff Liaison – Denny Powers)

<u>TYPE</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>PHONE</u>	<u>TERM EXP.</u>
A	Sonya Hernandez	1281 N. Wood St.	5	719-0360	1/31/06
A	William Muhammad *	1112 Ambrosia St.	2	722-2974	1/31/07
A	Janie Santos	774 W. Forest	1	670-6164	1/31/07
B	Adelia Winchel	1866 Continental	2	726-6877	1/31/07
B	David Burlingame **	2287 McCracken	1	759-8884	1/31/07
C	Brett Sova	6847 Wintergreen, Fruitport	49415	865-3096	1/31/06
D	John Barrett	340 Marquette	2	722-6948	1/31/06
D	Dolly Hippchen	325 Houston	1	726-4890	1/31/07
D	Ann Craig	1387 Sixth St.	1	726-6345	1/31/07

(\*\* - Vice Chair)

## CITY EMPLOYEES PENSION BOARD

### PURPOSE

The general administration, management, and responsibility for the proper operation of the retirement system and for constructing and making effective the provisions of the retirement system.

### MECHANICS

ENABLING LAW: City Code of Ordinances, Section 62-1 thru 62-30 – Oath required within 10 days of election or appointment. Vacancy must be filled by Mayor within 30 days to fill unexpired term. Quorum = 4 members.

APPOINTED BY: Mayor/City Commission/City Employees

MEETING: Wednesday after the 2<sup>nd</sup> Tuesday of each month @ 10:00 A.M.  
City Hall - 1st Floor Conference Room

TERM: 4 Years

### COMPOSITION

<u>TYPE</u>	<u>DESCRIPTION</u>
A	City Manager
B	2 City Commissioners appointed by Commission
C	1 Citizen appointed by Mayor/Commission
D	3 Employee members elected by City Employees

### CURRENT MEMBERS

(Staff Liaison - Timothy Paul)

<u>TYPE</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>PHONE</u>	<u>TERM EXP.</u>
A	Bryon Mazade	933 Terrace St.	3	724-6724	Manager
B	Kevin Davis	3162 Boltwood	1	755-3978	Commission
B	Bill Larson	1555 Randolph	1	755-5358	Commission
C	Ruth Anderson	1946 Terrace	2	728-5207	1/31/06
D	Ken Grant	933 Terrace St.	3	724-6932	1/31/08
D	Garritt Anguilm	933 Terrace St.	3	724-4100	1/31/
D	Teresa Ackerberg *	933 Terrace St.	3	724-6704	1/31/07
	Derrick Smith	933 Terrace St.	3	724-6722	w/o vote
	Timothy Paul	933 Terrace St.	3	724-6713	Secretary

## **CIVIL SERVICE COMMISSION**

### **PURPOSE**

Classify all the offices of employment; make rules for the examination and selection of persons to fill the offices and positions in classified service; supervise and administer Civil Service Rules, hold examinations, certify eligibility list of those passing examination.

Enforce provisions of Charter relating to Civil Service.

### **MECHANICS**

ENABLING LAW: City Charter (Ch. XV) – Oath required within 10 days of appointment.  
APPOINTED BY: Mayor/City Commission  
MEETING: First Wednesday of each month @ 4:00 P.M.  
City Hall– Commission Chambers  
TERM: 6 Years

### **COMPOSITION**

<u>TYPE</u>	<u>DESCRIPTION</u>
A	3 Citizens

### **CURRENT MEMBERS**

(Staff Liaison – Karen Scholle)

<u>TYPE</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>PHONE</u>	<u>TERM EXP.</u>
A	Shontea Jenkins	2314 Vincent	1	759-4476	1/31/09
A	Roger Brink	1460 E. Harbour Towne	1	755-3874	1/31/11
A	Ray Murdaugh	1255 Creston St.	2	773-5536	1/31/07

## **COMMUNITY DEVELOPMENT BLOCK GRANT - CITIZEN'S DISTRICT COUNCIL**

### **PURPOSE**

Shall act in an advisory capacity to the City Commission on all matters dealing with the Federal Housing and Urban Development Programs.

### **MECHANICS**

ENABLING LAW: City Code of Ordinances, Section 2-146 thru 2-150 – Oath not required.  
APPOINTED BY: Mayor/City Commission  
MEETING: First Tuesday of each month @ 5:30 P.M.  
City Hall/2<sup>nd</sup> Floor Conference Room  
TERM: 3 Years

### **COMPOSITION**

<u>TYPE</u>	<u>DESCRIPTION</u>
A	4 Citizens representing each of the four (4) Wards
B	3 Citizens at large
C	2 Target Area Representatives
D	1 Member of the City Commission

### **CURRENT MEMBERS**

(Staff Liaison – Wilmern Griffin)

<u>TYPE</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>PHONE</u>	<u>TERM EXP.</u>
A	Patricia Montney *	(1) 925 Irwin	2	773-9025	1/31/06
A	Catherine Maybanks	(2) 401 W. Monroe Ave.	1	722-7310	1/31/06
A	James A. Dalum	(3) 1728 Wood St.	2	726-6128	1/31/06
A	G. Ellouise Hieftje	(4) 1960 Cutler	1	755-4386	1/31/06
B	David Newsome	428 Marquette	2	722-1316	1/31/06
B	Addie Sanders-Randall	38 E. Iona Ave.	2	728-2113	1/31/07
B	Manda Weller	2343 Park Drive	1	755-2778	1/31/07
C	Anthony McCloud	1655 Sixth Apt. 1	1	726-4882	1/31/07
C	Sheliah Shah	807 Wood St.	2	728-2381	1/31/07
D	Stephen Gawron	1362 Palmer	1	755-3425	Commission

## **CONSTRUCTION CODE BOARD OF APPEALS**

### **PURPOSE**

The purpose of the Construction Code Board of Appeals shall be as follows:

- To determine appeals and variances in connection with the State of Michigan Construction Code, including its building, electrical, mechanical, and plumbing provisions, together with Codes in force in the City of Muskegon from time to time.

### **MECHANICS**

ENABLING LAW: City Code of Ordinances, Article II, Section 10-31 to 10-64  
APPOINTED BY: City Manager  
MEETING: Upon Demand – Minimum of twice per year  
TERM: 2 Years

### **COMPOSITION**

<u>TYPE</u>	<u>DESCRIPTION</u>
A	Architect
B	Electrical
C	Mechanical
D	Plumbing
E	Public Health
F	Construction Manager
G	Fire

### **CURRENT MEMBERS**

(Staff Liaison – Tony Kleibecker)

<u>TYPE</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>PHONE</u>	<u>TERM EXP.</u>
A	Alan Majeski	4103 Dunes Parkway	49441	780-3758	1/31/06
B	Robert Lowder	2555 E. White Lake Drive Twin Lake	49457	828-6284	1/31/06
C	Matt Tighe	1448 Beach Street	49441	759-1401	1/31/07
D	Tom Freye	2986 Lakeshore Dr.	49441	755-3923	1/31/06
E	Vicki Webster	2512 Lorensen	49445	766-2050	1/31/07
F	Kevin Donovan *	1086 Ireland Ave.	49441	722-4327	1/31/07
G	David Glotzbach	2356 Monica Lane	49442	777-7491	1/31/06

## **DISTRICT LIBRARY BOARD**

### **PURPOSE**

The purpose of the District Library Board shall be as follows:

- establish, maintain, and operate public libraries for the district;
- exclusively control the expenditure of money deposited into the district library fund;
- appoint and remove officers from among its members;
- appoint and remove a librarian and necessary assistants and fix their compensation;
- acquire real or personal property for use for library purposes by purchase, land contract, installment purchase contract, lease with or without option to purchase, or title retaining contract;
- erect buildings;
- supervise and control district library property;
- enter into a contract to receive library-related service from or give library-related service to a library or municipality within or without the district;
- adopt bylaws and regulations, not inconsistent with the Act, governing the board and the district library;
- propose and levy upon approval of the electors as provided in the Act a tax for support of the district library;
- borrow money pursuant to the district library financing act, Act No. 265 of the Public Acts of 1988;
- issue bonds pursuant to the district library financing act, Act No. 265 of the Public Acts of 1988;
- accept gifts and grants for the district library;
- do any other thing necessary for conducting the district library service, the cost of which shall be charged against the district library fund; and
- perform any other acts authorized by law.

### **MECHANICS**

ENABLING LAW: Resolution No. 2001-17(c)  
District Library Agreement dated February 20, 2001 (Oath required)  
APPOINTED BY: Jointly by the School District (4 members) and the City Commission (3 members)  
MEETING: Third Tuesday of each month @ 5:30 P.M.  
Hackley Public Library/Julia Hackley Room  
TERM: 4 Years

### **COMPOSITION**

<u>TYPE</u>	<u>DESCRIPTION</u>
A	School District Appointment
B	Mayor/City Commission Appointment

### **CURRENT MEMBERS**

(Staff Liaison –Bryon Mazade)

<u>TYPE</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>PHONE</u>	<u>TERM EXP.</u>
A	Rev. Donald Mathews	3200 Boltwood	1	755-4832	6/30/06
A	Lois Williams	1441 Samburt	2	777-3688	6/30/07
A	Charles Johnson *	1486 Dudley Ave.	2	773-9217	6/30/08
A	John Derbin	2312 Westwood	1	759-8701	6/30/08
B	John R. Thompson	1693 Jefferson	1	722-6334	6/30/06
B	Cara Taylor	1080 E. Isabella	2	773-5909	6/30/07
B	Barbara VanFossen	3276 Boltwood	1	755-6124	6/30/08

**DOWNTOWN DEVELOPMENT AUTHORITY / BROWNFIELD REDEVELOPMENT AUTHORITY BOARD /  
TAX INCREMENT FINANCE AUTHORITY**

**PURPOSE**

To correct and prevent deterioration in the Downtown Development District, to encourage historic preservation, to create and implement development plans, to promote economic growth, and to acquire and dispose of interests in real and personal property, to levy and collect taxes, to issue bonds and use tax increment financing (TIF).

**MECHANICS**

ENABLING LAW: Act 197, Public Acts of 1975 & City Code of Ordinances, Section 18-31 to 18-38 – Oath required. Membership requirements = not less than eight or more than twelve.  
APPOINTED BY: City Manager/City Commission  
MEETING: Third Tuesday of each month @ 4:00 P.M.  
City Hall – 1st Floor Conference Room  
TERM: 4 Years

**COMPOSITION**

<u>TYPE</u>	<u>DESCRIPTION</u>
A	5 Members must have an interest in the property in the district
B	4 Citizens
C	1 Resident of the district
D	1 City Manager

**CURRENT MEMBERS**

(Staff Liaison - Cathy Brubaker-Clarke)

<u>TYPE</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>PHONE</u>	<u>TERM EXP.</u>
A	Bill Seebach	475 W. Western	0	722-4362	1/31/07
A	Michael Kleaveland	1619 McGraft St.	1	727-0645	1/31/08
A	Eugene Fethke *	71 W. Webster	0	722-2375	1/31/09
A	Mike Johnson, Sr.	PO Box 975	3	726-4046	1/31/09
A	Linda Wood	1364 Lakeshore Dr.	1	725-9398	1/31/06
B	Rich Taylor	488 Marlane St.	2	777-7222	1/31/07
B	Martha Bottomley	2337 Westwood	1	755-3431	1/31/07
B	Christopher Vanooosterhout	1361 McLaughlin	2	759-8596	1/31/08
B	Margaret Plichta	1410 Peck St.	2	725-7356	1/31/06
C	Paul Veltkamp	592 W. Muskegon	0	727-9908	1/31/06
D	Bryon Mazade	933 Terrace St.	3	724-6724	Manager

## **ELECTION COMMISSION**

### **PURPOSE**

Duties involve the examination of voting machines prior to a City election, and the appointment of Inspectors prior to a City election.

### **MECHANICS**

ENABLING LAW: City Charter (Ch. II-4) & State of Michigan Election Law – Oath required.  
APPOINTED BY: City Commission  
MEETING: Upon Demand  
TERM: 3 Years

### **COMPOSITION**

<u>TYPE</u>	<u>DESCRIPTION</u>
A	3 Citizens

### **CURRENT MEMBERS**

(Staff Liaison - Gail Kunding)

<u>TYPE</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>PHONE</u>	<u>TERM EXP.</u>
A	Elwyn Drent	898 W. Forest	1	726-4662	1/31/07
A	John Bronsema	1168 Creekview	1	755-1721	1/31/06
A	Charles Nelson *	1572 Jefferson	1	726-6822	1/31/08

## **EQUAL OPPORTUNITY COMMITTEE**

### **PURPOSE**

To monitor and recommend hiring practices within the Civil Service Commission to achieve a higher level of minority and female employment in City government.

To monitor and recommend rules and regulations to achieve compliance in meeting Federal and State E.E.O. guidelines.

To investigate and recommend determination(s) of any complaints alleging non-compliance with existing rules, regulations, or policies.

### **MECHANICS**

ENABLING LAW: Equal Opportunity Commission Act of 1986 – Oath not required.  
APPOINTED BY: Mayor/City Commission  
MEETING: Fourth Monday of each month @ 5:15 P.M.  
City Hall/2<sup>nd</sup> Floor Conference Room  
TERM: 3 Years

### **COMPOSITION**

<u>TYPE</u>	<u>DESCRIPTION</u>
A	7 Citizens
B	2 City Commissioners (Ex-officio)

### **CURRENT MEMBERS**

(Staff Liaison – Ken James)

<u>TYPE</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>PHONE</u>	<u>TERM EXP.</u>
A	George Bennett	1378 Lawrence	2	773-0412	1/31/06
A	Quintan Cooley	1476 Evanston Ave.	2	777-7990	1/31/06
A	Trent Lidke	1573 Jefferson	1	727-0881	1/31/06
A	Luis Suarez	1396 Winters	2	767-9711	1/31/07
A	Romella Ealom **	235 Mason	1	728-5549	1/31/07
A	Paul Oakes *	688 Roberts	2	773-2225	1/31/07
A	Orlando Riley	1404 Hillcrest	2	773-0438	01/31/08
B	Lawrence Spataro	1567 Sixth	1	725-9384	Commission
B	Chris Carter	943 Ada	2	777-4784	Commission

(\*\* - Vice Chair)

## **HISTORIC DISTRICT COMMISSION**

### **PURPOSE**

Identify and evaluate structures or sites worthy of preservation, and be involved in projects or programs to this end. Disseminate public information concerning these structures and sites, and consider ideas regarding them with groups of individuals interested in historic preservation. Make appropriate recommendations to the City Commission for encouraging and achieving historic preservation.

### **MECHANICS**

ENABLING LAW: City Code of Ordinances, Chapter 38, Division 2, Section 38-56 thru 38-73 – Oath not required.  
APPOINTED BY: City Commission  
MEETING: First Tuesday of each month @ 4:00 P.M.  
City Hall / Commission Chambers  
TERM: 3 Years

### **COMPOSITION**

<u>TYPE</u>	<u>DESCRIPTION</u>
A	1 City Commissioner
B	1 Registered Architect
C	2 Members from local preservation societies (at least one of whom is a member of the Muskegon Heritage Association)
D	2 Persons who reside or have occupational or financial interest in one or more of the historic districts.
E	1 Citizen or more to complete the membership to seven (7) people.

### **CURRENT MEMBERS**

(Staff Liaison – Joel Fitzpatrick)

<u>TYPE</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>PHONE</u>	<u>TERM EXP.</u>
A	Lawrence Spataro	1567 Sixth St.	1	725-9384	Commission
B	Tim Bosma	557 W. Western Ave.	0	728-9519-W	1/31/07
C	Jackie Hilt	1627 Jefferson St.	1	722-2538	1/31/06
C	Aime Brown	2261 Blodgett St.	1	755-0350	1/31/06
D	Susan Kroes	1563 Jefferson	1	722-7276-W	1/31/08
D	Tom Russo	574 W. Webster Ave.	0	722-0542	1/31/07
E	Sue Thompson	1693 Jefferson St.	1	722-6334	1/31/08

## HOSPITAL FINANCE AUTHORITY

### PURPOSE

To construct, acquire, reconstruct, remodel, improve, add to, enlarge, repair, own and lease hospital facilities within the boundaries of the City of Muskegon for the use of any non-profit hospital; lend money to a hospital for those purposes; refund or refund in advance obligations of the Authority or the Michigan State Hospital Finance Authority; or refinance the indebtedness of a hospital.

### MECHANICS

ENABLING LAW: Public Act No. 38 of 1969, Article of Incorporation MCLA Section 331.31 thru 331.84  
– Oath not required.  
APPOINTED BY: Mayor/City Commission  
MEETING: Upon Demand  
TERM: 5 Years

### COMPOSITION

<u>TYPE</u>	<u>DESCRIPTION</u>
A	5 Citizens (a majority shall be residents of the City of Muskegon)

### CURRENT MEMBERS

(Staff Liaison - Bryon Mazade)

<u>TYPE</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>PHONE</u>	<u>TERM EXP.</u>
A	George Sculley *	3086 Knollwood Ct.	1	755-4565	1/31/07
A	Bess Commodore	1917 Carriage	2	773-8858	1/31/07
A	Brandi Gary	1163 Fourth St.	1	343-9816	1/31/08
A	Thomas Schaefer	3695 Watson	1	759-0258	1/31/08
A	William Tardani	657 Jackson	2	722-2867	1/31/09

## **HOUSING CODE BOARD OF APPEALS**

### **PURPOSE**

To grant variances in cases where the general requirements of the ordinance creates a hardship on individual owners and to provide for final interpretations of the provisions of this code.

### **MECHANICS**

ENABLING LAW: City Code of Ordinances, Section 10-84 & Section 10-371 thru 10-382  
– Oath not required.  
APPOINTED BY: Mayor/City Commission  
MEETING: First Thursday of each month @ 5:30 P.M.  
City Hall - Commission Chambers  
TERM: 3 Years

### **COMPOSITION**

<u>TYPE</u>	<u>DESCRIPTION</u>
A	6 Citizens
B	1 Director of Inspection Services
C	1 City Commissioner

### **CURRENT MEMBERS**

(Staff Liaison – Tony Kleibecker)

<u>TYPE</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>PHONE</u>	<u>TERM EXP.</u>
A	Ed Simmons	973 W. Forest	1	773-9131	1/31/07
A	Nick Kroes	1563 Jefferson	1	722-0398	1/31/08
A	Gregory Borgman *	234 Houston	1	726-3899	1/31/07
A	John Warner	3878 Nestrom, Whitehall	49461	766-5587	1/31/06
A	Randy Mackie	1533 Peck St.	1	725-1355	1/31/06
A	Jonathan Rolewicz	421 W. Webster	0	727-9371	1/31/08
B	Tony Kleibecker	933 Terrace St.	3	724-6715	Inspections
C	Clara Shepherd	408 Monroe	1	725-8130	Commission

## **HOUSING COMMISSION**

### **PURPOSE**

To propose, provide, and manage decent, safe, and sanitary housing for low-income residents according to programs approved by the City Commission.

### **MECHANICS**

ENABLING LAW: City Code of Ordinances, Section 2-321 thru 2-325 – Oath not required.  
APPOINTED BY: City Manager/City Commission  
MEETING: Third Monday of each month @ 2:00 P.M.  
Hartford Terrace/Assembly Room  
TERM: 5 Years

### **COMPOSITION**

<u>TYPE</u>	<u>DESCRIPTION</u>
A	5 Citizens (one of which is a resident of a Public Housing Facility)
B	1 City Commissioner (Ex-Officio)

### **CURRENT MEMBERS**

(Staff Contact – Bryon Mazade)

<u>TYPE</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>PHONE</u>	<u>TERM EXP.</u>
A	Mary Jo McCann	461 W. Webster	0	722-1821	1/31/06
A	Bobbie Jones	1080 Terrace, #810	2	722-4099	1/31/07
A	Maxine Lenear	1083 Williams	2	725-9499	1/31/08
A	Edward Horne *	1409 Oak Ave.	2	773-3782	1/31/09
A	Jerry Lottie	1710 Jefferson	1	722-0941	1/31/10
B	Kevin Davis	3162 Boltwood	1	755-3978	Commission

## **INCOME TAX BOARD OF REVIEW**

### **PURPOSE**

To grant and hold hearings on appeals of taxpayers or employers who have been assessed tax, denied a claim for refund, or aggrieved by a special ruling of the Administrator.

To issue a decision after holding a hearing which affirms, reverses, or modifies the matter.

To furnish a copy of its decision to both the appellant and the Administrator.

### **MECHANICS**

ENABLING LAW: City Code of Ordinances, Section 82-81 thru 82-82 & Act 284 of 1964 – Oath not required.  
APPOINTED BY: Mayor/City Commission  
MEETING: Upon Demand  
TERM: 3 Years

### **COMPOSITION**

<u>TYPE</u>	<u>DESCRIPTION</u>
A	3 Residents

### **CURRENT MEMBERS**

(Staff Liaison - Kenneth Grant)

<u>TYPE</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>PHONE</u>	<u>TERM EXP.</u>
A	Mary Anne Ritters *	704 Ada Ave.	2	722-1040	1/31/08
A	John Moran	3011 Country Club Dr.	1	755-4328	1/31/06
A	James Davies	864 Spring, #813	2	722-8175	1/31/07

## LAND REUTILIZATION COMMITTEE

### PURPOSE

The purpose of the Land Reutilization Committee shall be as follows:

1. Prevention of loss of usable, but not maintained housing.
2. Relieve unacceptable neighborhood density.
3. Provide for neighborhood stabilization.
4. Carry out other public purposes.
5. Improvement of housing quality and affordability.
6. Encouragement of home ownership.
7. Encouragement of historical preservation.

### MECHANICS

ENABLING LAW: Policy #91-61c – Oath not required.  
APPOINTED BY: Mayor/City Commission  
MEETING: Fourth Tuesday of each month at 4:00 P.M.  
City Hall – 1<sup>st</sup> Floor Conference Room  
TERM: 4 Years

### COMPOSITION

<u>TYPE</u>	<u>DESCRIPTION</u>
A	2 City Commissioners
B	1 Member of a Neighborhood Organization
C	1 Officer of a Financial Institution
D	1 Licensed Residential Contractor
E	2 Residents At Large

### CURRENT MEMBERS

(Staff Liaison – Hope Griffith)

<u>TYPE</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>PHONE</u>	<u>TERM EXP.</u>
A	Clara Shepherd	408 Monroe	1	725-8130	Commission
A	Kevin Davis	3162 Boltwood	1	755-3978	Commission
B	Jodi McClain	1561 Sixth Street	1	722-7356	1/31/06
C	Ronald Allen	1333 Isabella	2	777-3611	1/31/07
D	Mike Amhreïn *	1230 Lakeshore Dr.	1	726-3175	1/31/09
E	Robert Hill	1661 Ruddiman St.	1	755-2631	1/31/09
E	Johnny C. Martin Jr.	1515 Lawrence	2	777-9813	1/31/06

## **LEISURE SERVICES BOARD**

### **PURPOSE**

It shall be the duty of the Board to advise the City Commission upon those matters relating to the proper conduct of public recreation, programs, and/or facilities within the City which shall be referred to said Board, from time to time, by the Director of Leisure Services; provided, however, nothing herein contained shall prohibit any member of the Board from placing any item of business on the agenda of any Board meeting. In addition thereto, the Board shall advise the City Commission upon matters referred to the Board from time to time by the City Commission.

### **MECHANICS**

ENABLING LAW: City Code of Ordinances, Section 58-31 thru 58-64 – Oath not required.  
APPOINTED BY: Mayor/City Commission  
MEETING: Quarterly in January, April, July, and October on the third Monday @ 6:00 P.M.  
City Hall - 2nd Floor Conference Room  
TERM: 2 Years

### **COMPOSITION**

<u>TYPE</u>	<u>DESCRIPTION</u>
A	2 City Commissioners
B	1 Board of Education Member
C	4 Citizens at large

### **CURRENT MEMBERS**

(Staff Liaison – Lee Slaughter)

<u>TYPE</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>PHONE</u>	<u>TERM EXP.</u>
A	Chris Carter	943 Ada	2	777-4784	Commission
A	Bill Larson	1555 Randolph	1	755-5358	Commission
B					1/31/05
C	Rebecca Flowers	372 Houston	1	722-8540	1/31/07
C	Gregory Roberts	3337 Wilcox	1	755-6007	1/31/07
C	John Strach, Jr.	1422 Randolph	1	755-3211	1/31/06
C	Chris Jensen *	3361 Lakeshore Dr.	1	759-8498	1/31/06

## LOAN FUND ADVISORY COMMITTEE

### PURPOSE

Conducts reviews and determines the merits of loan applications to the City's Economic Development Revolving Fund. Board will recommend whether or not the proposed loan should be approved.

### MECHANICS

ENABLING LAW: Resolution – Oath not required.  
APPOINTED BY: Representative  
MEETING: Upon Demand  
TERM: 3 Years

### COMPOSITION

<u>TYPE</u>	<u>DESCRIPTION</u>
A	2 City Commissioners
B	1 Member from Area Financial Institution
C	1 Citizen

### CURRENT MEMBERS

(Staff Liaison – Cathy Brubaker-Clarke)

<u>TYPE</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>PHONE</u>	<u>TERM EXP.</u>
A	Stephen Gawron	1362 Palmer	1	755-3425	Commission
A	Stephen Warmington	1524 Lakeshore Dr.	1	755-5057	Commission
B	Brent McCarthy	3757 Bellaire Ct.	1	780-0476	1/31/07
C	Vacant				1/31/05

## LOCAL DEVELOPMENT FINANCE AUTHORITY

### PURPOSE

To encourage local development to prevent conditions of unemployment and promote economic growth, to create and implement development plans; to acquire and dispose of interests in real and personal property; to issue bonds and other evidences of indebtedness if and when needed; and to use tax increment financing, if needed, to achieve its goals.

### MECHANICS

ENABLING LAW: Act 281, Public Acts of 1986 – Oath required.  
APPOINTED BY: 7 Members of City Manager/City Commission  
2 Members by the Superintendent of Orchard View School District  
2 Members by the Superintendent of Muskegon School District  
1 Member of the Muskegon County Board of Commissioners  
1 Member by the President, Muskegon Community College  
MEETING: Upon Demand  
TERM: 4 Years

### COMPOSITION

<u>TYPE</u>	<u>DESCRIPTION</u>
A	7 Citizens
B	2 Orchard View School District Representatives
C	2 Muskegon Public School District Representatives
D	1 County Representative
E	1 Community College Representative

### CURRENT MEMBERS

(Staff Liaison – Cathy Brubaker-Clarke)

<u>TYPE</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>PHONE</u>	<u>TERM EXP.</u>
A	Faye Redmond	1065 Calvin	2	773-5010	1/31/07
A	Tracy Wallace	1491 Albert	2	773-7452	1/31/08
A	Robert Long	1709 Ruddiman Dr.	5	726-4756-W	1/31/08
A	David Wotli	3133 Country Club Dr.	1	755-1322	1/31/09
A	Phillip Okerlund	1010 E. Forest	2	638-2182-W	1/31/09
A	Jamie Kay Kolkema-Shafer	400 Mid Oak Dr.	5	744-6000-H	1/31/06
A	Robert Kersman	1960 S. Roberts P.O. Box 766	3	722-1631-W	1/31/06
B	Kim Birdwell	2310 Marquette	2	760-1304	1/31/08
B	Jack VanderWall	2310 Marquette	2	760-1304	1/31/06
C	Judith Hayner	349 W. Webster	0	722-1602	1/31/04
C	Charles Hazekamp	349 W. Webster	0	720-2051	1/31/05
D	Paul E. Roy, Jr.	1611 Oak	2	724-6381	1/31/03
E	Rosemary Zink	221 S. Quarterline Rd.	2	777-0314	1/31/07

## LOCAL OFFICER'S COMPENSATION COMMISSION

### PURPOSE

Shall recommend salaries of all local elected officials.

### MECHANICS

ENABLING LAW: City Code of Ordinances, Section 2-296 thru 2-305 – Oath not required.  
APPOINTED BY: Mayor/City Commission  
MEETING: Every odd-numbered year  
TERM: 7 Years

### COMPOSITION

<u>TYPE</u>	<u>DESCRIPTION</u>
A	7 Citizens

### CURRENT MEMBERS

(Staff Liaison - Bryon Mazade)

<u>TYPE</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>PHONE</u>	<u>TERM EXP.</u>
A	Nick Archer	1025 Washington	1	725-7151	1/31/12
A	Ruth Anderson	1946 Terrace	2	728-5207	1/31/06
A	Tonya Thompson	2404 LeBoeuf	1	755-9858	1/31/07
A	Robert Mitchell	1260 Seventh	1	722-4138	1/31/08
A	Susie Johnson	591 Adams Ave.	2	726-3017	1/31/09
A	Jodi Hernandez	1592 Sixth St.	1		1/31/10
A	Kathleen Pietsch	1909 Jefferson	1	726-2324	1/31/11

## **PLANNING COMMISSION**

### **PURPOSE**

Make and adopt a master plan for the physical development of the municipality. Plan shall show recommendations for the development of the territory. The Commission may amend, extend, or add to the plan. The Commission shall have power to promote public interest in and understanding of the plan. . .may publish, distribute, and employ means of publicity and education as it may determine. The Planning Commission shall adopt regulations governing the subdivision of land within its jurisdiction.

### **MECHANICS**

ENABLING LAW: City Code of Ordinances, Section 66-31 thru 66-75 – Oath not required.  
APPOINTED BY: Mayor/City Commission  
MEETING: Thursday following the 2<sup>nd</sup> Tuesday each month @ 4:00 P.M  
City Hall - Commission Chambers  
TERM: 3 Years

### **COMPOSITION**

<u>TYPE</u>	<u>DESCRIPTION</u>
A	6 Citizens
B	1 City Administrator
C	1 City Commissioner
D	1 Mayor

### **CURRENT MEMBERS**

(Staff Liaison – Lonna Anguilm)

<u>TYPE</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>PHONE</u>	<u>TERM EXP.</u>
A	Tom Harryman	1527 Fifth Street	1	728-4230	1/31/06
A	Timothy Michalski	1583 Jefferson St.	1	726-2756	1/31/06
A	Tom Johnson	1388 Ridge Ave.	1	755-1563	1/31/06
A	Byron Turnquist	1579 E. Harbour Towne Cir.	1	755-9152	1/31/08
A	Blanche Smith	820 Stevens	2	773-3728	1/31/08
A	John Aslakson	1519 Fifth Street.	1	722-6195	1/31/08
B	Bryon L. Mazade	933 Terrace St.	0	724-6724	Manager
C	Lawrence Spataro	1567 Sixth Street	1	725-9384	Commission
D	Stephen Warmington	1524 Lakeshore Dr.	1	755-5057	Commission

## **POLICE & FIREMAN'S RETIREMENT BOARD**

### **PURPOSE**

... "Authority and responsibility for the general administration and management of the retirement system ..."

### **MECHANICS**

ENABLING LAW: City Code of Ordinances, Section 62-231 thru 62-393 & City Charter XIX, Section 1 -3,  
Oath required within 10 days of election or appointment.  
APPOINTED BY: City Commission/Police Officers/Firefighters  
MEETING: Wednesday after the 2<sup>nd</sup> Tuesday of each month @ 10:00 A.M.  
City Hall - 1st Floor Conference Room  
TERM: 5 Years

### **COMPOSITION**

<u>TYPE</u>	<u>DESCRIPTION</u>
A	Mayor
B	City Treasurer
C	1 Commissioner appointed by the City Commission
D	1 Citizen appointed by Mayor/City Commission
E	2 Police Officers elected by the Police Officers
F	2 Firefighters elected by the Firefighters

### **CURRENT MEMBERS**

(Staff Liaison - Timothy Paul)

<u>TYPE</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>PHONE</u>	<u>TERM EXP.</u>
A	Stephen Warmington	1524 Lakeshore Dr.	1	755-5057	Mayor
B	Derrick Smith	933 Terrace St.	3	724-6722	Treasurer
C	Kevin Davis	3162 Boltwood	1	755-3978	Commission
D	Ruth Anderson	1946 Terrace	2	728-5207	1/31/10
E	Gerry Ziegler	980 Jefferson	0	724-6750	1/31/06
E	John Corrigan *	980 Jefferson	0	724-6750	1/31/10
F	Todd Rake	75 Walton	0	724-6792	1/31/06
F	David Slagh	75 Walton	0	724-6792	1/31/06
	Timothy Paul	933 Terrace St.	3	724-6713	Secretary

## **PUBLIC RELATIONS COMMITTEE / Communications**

### **PURPOSE**

To create a positive City Image and to promote the City of Muskegon using the following methods including, but not limited to:

1. Identify positive changes, and/or recognizing the contributions of individuals, groups and businesses within the city.
2. Explore positive marketing strategies.
3. Proposing special promotional projects.
4. Promote city services, programs and benefits to the community.
5. Develop links with the media to further working with all public relations networks.
6. Implement systems that will ensure effective communications of City related information, programs and policies.
7. Create an informed appreciation of the positive qualities of our city to inspire community pride, confidence and support.
8. Provide a calendar of events noting planned festivals, groundbreakings, significant meetings, etc.

### **MECHANICS**

ENABLING LAW: Resolution of City Commission. Oath not required  
APPOINTED BY: Mayor/City Commission  
MEETING: Monthly 2<sup>nd</sup> Tuesday @ 4:00 PM (City Hall Conference Room 103)  
TERM: 4 Years (stagger appointments)

### **COMPOSITION**

<u>TYPE</u>		<u>DESCRIPTION</u>
A	4	Persons with Marketing and/or Public relations background.
B	3	Citizens at large
C	2	City Commissioners

### **CURRENT MEMBERS**

(Staff Liaison – Gail Kunderling – 724-6705)

<u>TYPE</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>PHONE</u>	<u>TERM EXP.</u>
A	Bill Johanson	4048 S. Walker (Hghts)	4	777-4877	1/31/08
A	Andrea Riegler	1359 Lakeshore	1	755-4434	1/31/09
A	Cedric Jenkins	2314 Vincent	1	759-4476	1/31/06
A	Bill Loxterman *	221 S. Quarterline	2	777-0341	1/31/07
B	John VanWyck *	1618 Palmer	1	727-1246	1/31/07
B	Jill Montgomery	2187 Miner #1	1	557-9440	1/31/06
B	Joan Gawron	1978 Howden	2	726-3348	1/31/09
C	Steve Warmington	1524 Lakeshore	1	755-5581	Mayor
C	Stephen Gawron	1362 Palmer	1	755-3425	Commissioner

**IMAGE COMMITTEE**  
Sub-Committee of Public Relations Committee

**PURPOSE**

To create a positive City Image and to promote the City of Muskegon using methods including, but not limited to:

1. Identifying positive changes, or recognizing the contributions of individuals, groups, and businesses within the community.
2. Promote or institute positive changes or contributions to the image of the City of Muskegon as a whole.

**MECHANICS**

APPOINTED BY: Public Relations Committee  
MEETING: As Needed

**COMPOSITION**

<u>TYPE</u>	<u>DESCRIPTION</u>
A	Residents of the City of Muskegon from throughout the City which would serve to represent a cross-section of the community.

**CURRENT MEMBERS**

(Staff Liaison – Gail Kunding)

<u>TYPE</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>PHONE</u>	<u>TERM EXP.</u>
A	Marion Olejarczyk	P.O. Box 1638	3	--	
A	Norma DeYoung	511 E. Isabella	2	726-2979	
A	Joan Gawron	1978 Howden	2	726-3348	
A	Martha Colburn	1861 Glen Ave.	1	755-3684	
A	Virgie Jackson	1445 Dudley Ave.	2	777-1146	
A	Vacant				

## **ZONING BOARD OF APPEALS**

### **PURPOSE**

To grant variances in cases where the general requirements of ordinance creates a hardship on individual owners and to make interpretation of code.

### **MECHANICS**

ENABLING LAW: State Act No. 207 of 1921, as amended (125.581) & Zoning Ordinance Article XXV – Oath not required.  
APPOINTED BY: Mayor/City Commission  
MEETING: Second Tuesday of each month @ 4:00 P.M.  
City Hall - Commission Chambers  
TERM: 3 Years

### **COMPOSITION**

<u>TYPE</u>	<u>DESCRIPTION</u>
A	1 City Commissioner
B	6 Residents

### **CURRENT MEMBERS**

(Staff Liaison – Mike Cameron)

<u>TYPE</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>PHONE</u>	<u>TERM EXP.</u>
A	Bill Larson	1555 Randolph	1	755-5358	Commission
B	Raymond Hilt	1627 Jefferson	1	722-2538	1/31/06
B	Craig Kufta	2325 Westwood	1	755-8228	1/31/07
B	Jane Clingman-Scott	3485 Lake Dunes Dr..	1	759-0593	1/31/07
B	Ernest Fordham	3201 Lake Ridge Ct.	1	759-0026	1/31/08
B	Steven Brock	2110 Mann	1	759-8018	1/31/08
B	Jay Wallace	2940 Beach St.	1	759-7949	1/31/08